

# CORRECTIONAL INDUSTRIAL FACILITY VISITING RULES

Revised April 11, 2005

The Correctional Industrial Facility (CIF) encourages visitation. We recognize that through visitation, a man is able to continue those contacts with his family and friends that will enhance his stay at CIF and prove indispensable upon his release from incarceration. Our goal is to make visitation a quality experience, yet we must be mindful of the security requirements of the facility itself. Therefore, it is necessary to establish the following guidelines.

- 1) **INDIANA STATUTES:** A person who, without prior authorization of the person in charge of a penal facility, knowingly or intentionally a) delivers or carries into the penal facility, or b) carries or receives with the intent to carry out of the penal facility, an article from an offender of the facility, commits Trafficking with an Offender, a Class "A" Misdemeanor. However, the offense is a Class "D" Felony if the article is a controlled substance or a deadly weapon. (IC 35-44-3-9).
- 2) Visitors age sixteen (16) years and over will be required to produce at least one piece of positive identification that must bear a recognizable photograph before being permitted to visit. A parent or legal guardian must accompany visitors under the age of eighteen (18) unless the visitor is the spouse of the offender. In cases where the parent/legal guardian cannot accompany a minor child, the Superintendent may approve another responsible adult to accompany the child during a visit. In this case, the accompanying adult must be on the offender's visiting list. **ALSO**, the minor child's parent/legal guardian (not the offender) must sign and have notarized State Form 48965, **"AUTHORIZATION FOR MINOR CHILD TO VISIT"** prior to the minor child being permitted admittance to the facility. The Unit Manager or higher authority must approve any exception to this requirement. **CHILDREN MUST NOT BE LEFT UNATTENDED ON STATE PROPERTY.**
- 3) Under Department of Correction rules and regulations, an offender who has ever been convicted of a sex offense involving a victim under the age of eighteen **will not be permitted** visitation with any minor.
- 4) All visitors age sixteen (16) or older and all immediate family members must be on the offender's affiliation (visiting) list. The offender (through his counselor) establishes this list. **NOTE:** Visitor information is now being entered into the computer database for all visitors thirteen (13) years of age and older.
- 5) Ex-offenders or persons known to be under indictment for criminal charges shall not be permitted to visit CIF offenders without prior written approval of the Superintendent/designee. Ex-offender visits may be considered after the ex-offender has been released from parole/probation supervision for a period of one year. Offenders currently on parole/probation may be considered for visits in special circumstances. The paroled/probationed offender requesting to visit, and his/her Parole/Probation officer, must submit written request to the Superintendent, who will make the decision to approve/deny. If approved, these visits shall be limited to immediate family members only.
- 6) Ex-employees shall not be allowed to visit unless approved in writing by the Superintendent and the Commissioner/designee.
- 7) Clergy members listed on the offender's affiliation (visiting) list as recognized Clergy, will adhere to regular visitation policy. Visiting time for Religious Volunteers approved for placement on the offender's affiliation list by the facility Chaplain will not exceed one (1) hour in length and will not interfere with regularly scheduled visitation. Clergy members and religious volunteers may visit with a maximum of three (3) offenders per day (individually). Clergy may not visit with multiple offenders at the same time. Exceptions require Superintendent's approval.
- 8) Only three (3) visitors plus children six (6) years of age or younger **that can be held on the lap** will be permitted to visit at any one time. For example: Three adult visitors, one offender and four lap children. The Visitor Processing Staff will determine if a child is authorized to be held on a lap in any situation where the actual age of the child is in question.
- 9) All persons entering the facility do so at their own risk and are expected to conduct themselves in a polite and orderly manner. The Department of Corrections shall assume no responsibility for personal injury or damage to property. Persons who have been drinking or appear to be under the influence of intoxicants will be asked to leave state property. I.S.P will assist if removal becomes necessary.
- 10) **VISITING HOURS: MONDAY through FRIDAY 4:30 pm to 9:00 pm (Excluding major holidays) Entry cutoff occurs at 8:30. (NOTE: Entry shall be suspended from 5:15 until 6:15 for shift change processing on weekday visits). SATURDAYS, SUNDAYS and HOLIDAYS, 7:30 am to 1:30 pm. Entry cutoff occurs at 1:00.**
- 11) Offenders will be permitted to receive only one visit every seven days from the same individual. Offenders will be limited to one visit per day, unless the second visit is with immediate family member(s). "Immediate family" is limited to spouse, children, parents, grandparents, siblings (and confirmed in-laws, step, adoptive and foster family with the same relationships mentioned previously).
- 12) Visiting time is a maximum of two hours per visit (when possible). If the visiting room is crowded or the visit would extend past the scheduled visiting hours, visiting time will be shortened.
- 13) All visitors must be appropriately attired when visiting. Non-compliance with the dress code will result in denial of visit. It is requested that visitors refrain from wearing the same type of clothing worn by offenders (i.e. khaki pant, white tee shirt or khaki shirt). Dress codes are:
  - VISITORS MAY NOT WEAR HALTER TOPS, SPAGHETTI STRAP TOPS, TUBE TOPS, LOW-CUT AND/OR REVEALING TOPS WHICH EXPOSE BARE STOMACH OR TOPS WITH ARMHOLES OR SPLITS WHICH EXPOSE UNDERGARMENTS OR BARE BODY AREAS UNLESS AN APPROPRIATE SHIRT/BLOUSE IS WORN OVER OR UNDER THE OBJECTIONABLE ITEM. (INFANTS AND VERY SMALL CHILDREN REQUIRE THAT COMMON-SENSE AND GOOD JUDGEMENT BE USED).
  - MALE VISITORS MAY NOT WEAR TANK TOPS OR SHIRTS THAT REVEAL BARE CHEST OR STOMACH UNLESS AN APPROPRIATE SHIRT IS WORN OVER THE TOP.
  - DRESSES OR SKIRTS WILL NOT BE PERMITTED IF THE HEMLINE IS **MORE THAN FOUR INCHES ABOVE THE KNEE WHEN STANDING**. REVEALING SLITS OR KICK PLEATS EXPOSING MORE THAN FOUR INCHES ABOVE THE KNEE MUST BE PINNED.
  - ALL VISITORS MUST WEAR APPROPRIATE UNDERGARMENTS (panty hose are considered as meeting the undergarment requirement). SHEER BLOUSES ARE PERMITTED **ONLY** IF WORN WITH A CAMISOLE OR A COVERING GARMENT (BUTTONED VEST/SHIRT) WHICH IS NOT TO BE REMOVED.
  - VISITORS MAY WEAR MANUFACTURED SHORTS, HOWEVER THE SHORTS MAY NOT BE **MORE THAN FOUR INCHES ABOVE THE KNEE**, MUST BE HEMMED. NO CUT-OFF SHORTS OR SHORTS WITH FRINGES OF ANY KIND WILL BE ALLOWED.

- SPANDEX PANTS/SHORTS MAY NOT BE WORN ALONE. HOWEVER, THEY MAY BE WORN UNDERNEATH OTHER APPROVED CLOTHING AS DEFINED IN THIS SECTION.
  - HEAD ATTIRE IS PERMITTED ONLY IF IT IS MEDICALLY REQUIRED OR AS PART OF A RELIGIOUS PRACTICE. THIS ITEM WILL BE SUBJECT TO SEARCH.
  - SHOES MUST BE WORN AT ALL TIMES. THIS INCLUDES CHILDREN, WITH THE EXCEPTION OF INFANTS IN ARMS. SANDALS OR THONGS ARE PERMITTED.
  - OUTER CLOTHING (COATS, JACKETS, PONCHOS, ETC) ARE NOT PERMITTED IN THE VISITING ROOM WITH THE FOLLOWING EXCEPTIONS:
    - A BLAZERS, SPORT COATS, SUIT JACKETS, WINDSUIT JACKETS, SWEAT JACKETS (not gray color), WINDBREAKERS AND CARDIGAN SWEATERS MAY BE WORN, BUT MUST BE REMOVED, X-RAYED AND HAND SEARCHED PRIOR TO THE VISITOR ENTERING THE FACILITY. HOODED SHIRTS/JACKETS SHALL **NOT** BE PERMITTED IN THE VISITING ROOM.
    - B VISITORS GIVEN APPROVAL TO WEAR ANY OF THE ITEMS LISTED IN (A) WILL BE ADVISED THAT, ONCE THE ITEM IS WORN INSIDE THE FACILITY, THE VISITOR **MAY NOT REMOVE THE ITEM OF CLOTHING DURING THE VISIT.**
    - C IN THE EVENT OF HEATING PROBLEMS, THE SHIFT SUPERVISOR MAY AUTHORIZE EXCEPTIONS.
    - D ANY CLOTHING ITEM BEARING LOGOS/MESSAGES REGARDING TOBACCO, DRUGS, ALCOHOL OR GANGS, AND OUTER CLOTHING WHICH APPEARS TO BE TORN, TATTERED OR CUT MAY NOT BE WORN.
- THE CONTROL SERGEANT, VISITING ROOM SERGEANT, CONTROL/VISITING ROOM LIEUTENANT AND/OR SHIFT SUPERVISOR SHALL RESOLVE ANY QUESTIONS REGARDING APPROPRIATE ATTIRE.

- 14) Two offenders may visit with the same visitor(s) **only** if they are immediate family members and the visit is approved in advance by the Unit Manager, his/her designee or higher authority. Any other "special visiting" arrangement (i.e., extra time, waiver of 7 day rule, emergencies, etc.) must be approved in advance by the Unit Team Manager or higher authority.
- 15) Picture tickets may be purchased by the offender through normal commissary purchases. These tickets will enable photographs to be taken of the offender and his visitor(s) when in the visiting room. Each ticket will authorize one photograph at a cost of \$2.00. Inappropriate behavior, poses, "gang signs", etc. shall cause loss of the picture and may cause termination of the visit. A limit of three photos per visit will be enforced.
- 16) Lockers are provided for visitors' personal effects. The lockers require a quarter (\$0.25) to operate, but the deposit will be returned once the key is placed back in proper position. THE STATE OF INDIANA, DEPARTMENT OF CORRECTION AND THE CORRECTIONAL INDUSTRIAL FACILITY WILL ASSUME NO RESPONSIBILITY FOR MONEY, JEWELRY, OR OTHER VALUABLES PLACED IN THE LOCKERS OR SECURED IN AUTOMOBILES IN THE FACILITY PARKING LOT.
- 17) All visitors, including their person, property or vehicles while on State property, are subject to being searched at any time, for prohibited or contraband (illegal) items. Beyond authorized clothing, the only articles that visitors may wear/take into the Visiting Room are:
 

A. Medical Alert Jewelry (bracelet or necklace) B. Wedding/Engagement rings C. Pierced earrings D. Handkerchief/Kleenex (NO Bandannas) E. Locker Key F. Infant care items: (1) plastic bottle or spill-proof cup (not both), (1) blanket, (1) pacifier, (1) diaper.	G. Medication: Nitro pills, asthma inhaler and/or oxygen tank, wheelchair, cane, crutches or walker. H. Change: Eight dollars (\$8) per visitor or Sixteen dollars (\$16) per visiting group (3 or more visitors). <b>NO PAPER CURRENCY</b> is allowed in the Visiting Room. A change machine is located in the Administrative Building lobby for convenience.
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- 18) All Department of Correction (DOC) Facilities are TOBACCO FREE. Therefore, tobacco products or paraphernalia will not be allowed.
- 19) The Visiting Room Sergeant/Officer in Charge designates seating arrangements. The offender and his wife, girlfriend or significant other are to sit across the table from one another. Neither offenders nor their visitors are permitted to wander from one area or table to another.
- 20) **VISITORS ARE RESPONSIBLE FOR THE BEHAVIOR AND CONTROL OF MINOR CHILDREN AT ALL TIMES. IF MINOR CHILDREN ARE UNATTENDED OR DISRUPTIVE, THE VISIT MAY BE TERMINATED AND VISITORS ASKED TO LEAVE THE FACILITY.**
- 21) Vending machines are provided in the Visiting Room for your convenience, however, offenders are not permitted to handle money. Therefore, the visitor must go to the machine for purchases. All vending machine items must be discarded prior to leaving the Visiting Room area. An adult visitor must escort small children to the vending machines.
- 22) Kissing and embracing between offenders and female family/visitors is permitted only while individuals are standing at the beginning and end of the visit. Prolonged, lingering embraces and/or kisses are not permitted. Female family/visitors may also hold hands with the offender(s) so long as their hands remain on top of the table.
- 23) When visitor(s) leave the Visiting Room the visit is terminated. Visitors may use the restroom facilities located in the Visiting Room and will be searched prior to returning to their table. An adult visitor must accompany small children (under 12yrs) to the restroom. Exceptions are: visitors on "**Non-Contact Status**" are not permitted to use the restroom facilities or their visit will be terminated.
- 24) The above is a summary of the primary Visiting Rules. **YOU MAY BE ADVISED BY STAFF OF OTHER RULES NOT CONTAINED HEREIN.** Please feel free to ask questions when they arise.
- 25) The offender, by his inappropriate behavior, can cause his visits to be restricted to a non-contact status. If this occurs, there are additional restrictive regulations with which he and his visitor(s) must comply.

**NO DRUGS, ALCOHOL, TOBACCO, WEAPONS OR ELECTRONIC ITEMS OR RELATED ITEMS ARE PERMITTED ON STATE PROPERTY, INCLUDING BUILDINGS, PARKING LOTS OR OTHER GROUNDS OWNED AND/OR CONTROLLED BY THE STATE OF INDIANA.**

**ADDRESS:**

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